

Suggested Corrections to Appointed Committee Handbook

- p. 1. Section 2.2. drop at least from the next to last sentence
- p. 2 S. 2.5.1 Close the quote at the end of paragraph one.
- p. 5 S 3.4.3 Remove commas in first sentence; add read to the sentence starting Emails so that it reads “ receive emails and read all attachments”
- p. 5 S 3.5.2 change to read
“It is the responsibility of each secretary to record amendments to minutes taken, to file them with the Select Board Office (possible delete?) and to see that they are posted electronically on the Town Website.”
- p. 5 S 3.6 Add? A staff liaison is appointed by the Town Manager to advise the committees, boards and commissions.
- p. 8 S 4.5 Insert before the last sentence
The time of the next meeting should be verified before the end of a given meeting.
- p. 8 S. 4.8. Change ending of the third sentence to
and chairs or their designees must post the meetings on the Town Website.
Do we still want them filed with the SB office?
- p.9 S 4.9 first sentence should be “provide” not provides
- p. 12. Last sentence—A request is for committee reports is issued each year by ____?

Sources of Information

To bullet 1, add 2008, 2009

To bullet 4 add 7th edition 2009

To bullet 5 add 7th edition 2007